

## **End of Year Steps**

### **Items for Counties to Review Before Submitting ERS Reports**

- **Distribution of lessons taught--Completed Program:** It appears that this field is not always updated at exit, since federal reports are showing that 3% graduated after enrollment with NO lessons. The mean number of lessons dropped from 10.7 in 1994 to 9.7 in 1995 and 9.6 in 1996. When we want to compare impact to length of enrollment, this figure is very important. Please remember to update the number of lessons taught when completing the exit record.
- **Update number of hours for staff and volunteers:** Before printing staff reports, remember to go back and update the number of hours the staff and volunteers worked with youth and adults in EFNEP or with non-EFNEP adult and youth participants. Failure to do so will result in an under-representation of the number of hours staff worked with participants in the program.
- **Prepare reports and exports:** When you are ready to export your files, you will be given an option of printing the reports also. Please note that just because a file is being exported does not mean the file will automatically be printed. You will have to select the option to print each of the reports or specific ones. With the addition of subgroups, these reports will become quite lengthy. Carefully consider whether or not you want to print all reports.
- **Start new reporting period:** If you go into System Administration from your main menu into Start New Reporting Period, you will see where you have the option to change reporting periods and create new data and table databases. Please make sure the correct reporting period is represented for your report. If it is not, the federal level software will NOT import the data. ( See ERS volume 1, Chapter 12 for more information.)
- **Check data for reasonableness before sending forward to the state office:** Before forwarding unit reports to the state office, be sure to check specific data for reasonableness. For example, make sure respective areas within the adult summary report equal the number of homemakers in the program (if you report 850 homemakers, the total of certain numbers within this report should equal 850); the youth profile summary report and the youth delivery mode report should report the same number of youth; the diet summary report should reflect recalls from at least 90% of your graduates, unless you have an approved sampling plan; and the sum of parts 2 and 3 of the volunteer summary report should be equal to or greater than the number of volunteers in part 1 of the report.